



DEPARTMENT OF THE ARMY
FULL UNIT NAME SPELLED OUT
FULL UNIT ADDRESS
CITY, STATE, ZIP CODE

Gaining Commands
address

GAINING UNIT OFFICE SYMBOL

DD MONTH YEAR

MEMORANDUM FOR RECORD

SUBJECT: Exception to Policy for Individual Pro Mask and JSLIST Draw

1. Request an exception to policy that allows the Soldier(s) listed below to decline a Pro-Mask and JSLIST while processing at the CONUS Replacement Center (CRC).

<u>Rank/Name</u>	<u>Last 4 SSN</u>	<u>Estimated CRC Start Date</u>
SPC JOE SNUFFY	0000	20201123

2. Justification: The reason/justification as to why the soldier(s) will/will not be drawing.

3. The point of contact is RANK, LAST, FIRST at (000) 000-0000 or name@army.mil

FIRST M. LAST
RANK, BR
Commanding

Digital Signature w/signature block
O6 or Higher / GS 15 or higher